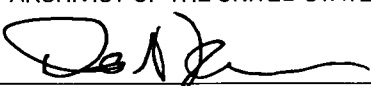



<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-065-09-5</i>	
To. NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>2/9/09</i>	
1 FROM (Agency or establishment)  <b>DEPARTMENT OF JUSTICE</b>		NOTIFICATION TO AGENCY  In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION  <b>FEDERAL BUREAU OF INVESTIGATION</b>			
3 MINOR SUBDIVISION  <b>OFFICE OF EQUAL EMPLOYMENT OPPORTUNITY AFFAIRS</b>			
4. NAME OF PERSON WITH WHOM TO CONFER  <b>Teresa C. Sharkey, CRM</b>	5 TELEPHONE NUMBER  <b>202-324-1613</b>	DATE <i>1/30/09</i>	ARCHIVIST OF THE UNITED STATES 
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached <u>5</u> page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  <input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>1/30/09</i>	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE ASSISTANT DIRECTOR
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<b>EQUAL EMPLOYMENT OPPORTUNITY PROGRAM RECORDS</b>  Records created in support of the Equal Employment Opportunity program at the FBI <ul style="list-style-type: none"> <li>• INVESTIGATIVE CASE MATTERS</li> <li>• COUNSELING ACTIVITIES</li> <li>• RECRUITMENT – CONFERENCES – TRAINING AND SEMINAR MATTERS</li> <li>• ADMINISTRATIVE MATTERS</li> <li>• EEO REASONABLE ACCOMMODATION MATTERS</li> <li>• ALTERNATIVE DISPUTE RESOLUTION MATTERS</li> <li>• SPECIAL EMPHASIS PROGRAMS MATTERS [NEW]</li> </ul>	N1-065-04-4, Item 280  NC1-65-82-04 Item B 67 (9)  NC1-65-82-04 Item B 280  NC1-65-82-04 Item D 280	

REQUEST FOR RECORDS DISPOSITION-CONTINUATION		Job Number	Page
			2 of 6
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p><b>1. INVESTIGATIVE CASE MATTERS [Access Restricted]</b></p> <p>a) <u>Official Discrimination Complaint Case Files</u>  Originating Agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records described in 29 CFR 1613 222 Cases resolved within the agency, by Equal Employment Opportunity Commission or by a U S Court</p> <p><b>Disposition TEMPORARY</b> Destroy 4 years after the resolution of the case [N1-065-04-4, Item 280 (1)]</p> <p>b) <u>Historically Significant Case Files</u>  Official Discrimination Complaint Case Files (as described above) with historical significance beyond the scope of the general Case Files These case files document cases which</p> <ul style="list-style-type: none"> <li>• Resulted in a major change in the Bureau's policies or operation</li> <li>• Received Congressional interest</li> <li>• Have the potential to attract newspaper or other public interest</li> </ul> <p><b>Disposition: PERMANENT.</b> Offer to NARA in 10 year blocks, when the most recent record in the block is 25 years old</p> <p><b>2. COUNSELING ACTIVITIES</b></p> <p>Classification is not used for records retention  Records of counseling activities are filed in 280A if the counseling resulted in a formal case, or in 4 c 2, if counseling did not result in a formal case</p> <p><b>Disposition: NOT APPLICABLE</b></p>		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
-----------	--	----------------------------------	---------------------------------

**3. RECRUITMENT – CONFERENCES – TRAINING AND SEMINAR MATTERS**

Classification is not used for records retention EEO Training and Conference activities are filed in 4 f

**Disposition:** NOT APPLICABLE

**4. ADMINISTRATIVE MATTERS**

EEO Office Administrative Records including the '0' Files, in addition to the specific records series itemized below

- a EEO Process Files Procedural documentation and committee by-laws regarding the administration of FBI EEO processes *Includes Field Office "0" and "00" files.*

**Disposition:** ~~PERMANENT. Cutoff when superseded—Offer to NARA in ten-year blocks when the most recent file is twenty-five (25) years old~~

*TEMPORARY. CUTOFF WHEN SUPERSEDED. DESTROY WHEN 20 YEARS OLD.*

- b Copies of Complaint Case Files Duplicate case files or documents pertaining to the case files retained in Official Discrimination Complaint Case Files

**Disposition:** TEMPORARY. Destroy one year after resolution of case [GRS 1, Item 25 b]

- c Preliminary and Background Files

- 1) Background records not filed in the Official Discrimination Complaint Case Files

**Disposition:** TEMPORARY. Destroy two years after final resolution of case [GRS 1, Item 25 c 1]

- 2) Records Documenting Complaints that do not develop into Official Discrimination Complaint Cases

**Disposition:** TEMPORARY. Destroy two years after final resolution of the complaint [GRS 1, Item 25 c 2]

REQUEST FOR RECORDS DISPOSITION-CONTINUATION		Job Number	Page
			4 of 6
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>d <u>Compliance Reports</u>            1) Compliance Report Review Files Reviews, background documents and correspondence relating to contractor employment practices   <u>Disposition: TEMPORARY.</u> Destroy when seven years old [GRS 1, Item 25 d 1]</p> <p>2) EEO Compliance Reports   <u>Disposition: TEMPORARY.</u> Destroy when three years old [GRS 1, Item 25 d 2]</p> <p>e <u>Employment Statistics Files</u> Employment statistics relating to race and sex <i>NOTE – This disposition applies to paper copies only</i>   <u>Disposition: TEMPORARY.</u> Destroy when five years old [GRS 1, Item 25 f]</p> <p>f <u>EEO General Files</u> General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation and agency EEO Committee meeting records, including minutes and reports   <u>Disposition: TEMPORARY.</u> Destroy when three years old or when superseded or obsolete, whichever is applicable [GRS 1, Item 25 g]</p> <p><b>5. REASONABLE ACCOMMODATION MATTERS - [Access Restricted]</b></p> <p>a <u>General Program Files</u>            Procedures for receiving, processing, and appealing requests for reasonable accommodation by employees and applicants   <u>Disposition: TEMPORARY.</u> Destroy three years after supersession or when no longer needed for reference, whichever is later [GRS 1, Item 24 a]</p>		

REQUEST FOR RECORDS DISPOSITION-CONTINUATION		Job Number	Page
			5 of 6
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>b <u>Employee Case Files</u> Individual employee case files created, received or maintained by EEO program staff, immediate supervisors or HR specialists containing requests for reasonable accommodation, including their resolution and background information</p> <p><b>Disposition: TEMPORARY.</b> Destroy three years after employee separation from the FBI or when all appeals are concluded, whichever is later [GRS 1, Item 24 b]</p> <p><b>6. ALTERNATIVE DISPUTE RESOLUTION MATTERS [ADR] [Access Restricted]</b> General correspondence, copies of statutes, regulations, meeting minutes, reports, statistical tabulations, evaluations of the ADR program and other records relating to the Bureau's overall ADR Program [Note Case files are managed per Section 1, Investigative Case Files ]</p> <p><b>Disposition: TEMPORARY.</b> Destroy three (3) years after settlement is implemented, the case discontinued or when no longer needed for reference, whichever is later [GRS 1, Item 27 a]</p> <p><b>7. SPECIAL EMPHASIS PROGRAMS MATTERS</b> Special Emphasis Programs are those employment-related programs that focus attention on specific employee groups as directed by Federal laws, Executive Orders and implementing Equal Employment Opportunity Commission (EEOC) regulations These programs include, but are not limited to, the following special emphasis programs</p> <ul style="list-style-type: none"> <li>• American Indian/ Alaskan Native</li> <li>• Asian American/ Pacific Islander</li> <li>• Persons With Disabilities</li> <li>• Hispanic Employment</li> <li>• Sexual Orientation</li> <li>• Disabled Veterans Employment</li> <li>• Black Affairs</li> <li>• Federal Women</li> <li>• Upward Mobility</li> </ul>		

REQUEST FOR RECORDS DISPOSITION-CONTINUATION		Job Number	Page
			6 of 6
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>a) <u>Program Records</u> These records contain information related to federal requirements and program-related reports. Records maintained in this classification include publicity development and conference planning established for each program and periodic reports and statistics submitted to agency management.</p> <p><b>Disposition: TEMPORARY.</b> Cut off at the end of the Fiscal Year. Destroy seven (7) years after cutoff or after the special emphasis program is discontinued, whichever is later.</p> <p>b) <u>Advisory Committee Matters</u> These records contain information related to federal requirements and program-related reports. These records consist of membership lists, election records, reports and minutes of advisory committees established to facilitate the operation and to maintain continuity of the special emphasis programs, other than those items in Item 7 a, above.</p> <p><b>Disposition: TEMPORARY.</b> Cut off at the end of the Fiscal Year. Destroy/delete fifteen (15) years after cutoff or two (2) years after the special emphasis program is discontinued, whichever is later.</p>		